

ADMINISTRATIVE-INTERNAL USE ONLY

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

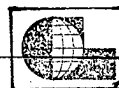
FROM:

R. M. Huffstutler
Deputy Director for Administration

EXTENSION

NO.

DDA 88-0560



DATE

14 March 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Logistics

RECEIVED

FORWARDED

14/3

A

Copy has been sent to

2. DD/L
CO (NTD)

3.

- Action pls.

Suspense 3/28
5129

4.

Bill responded verbally

5.

to ADDA

6.

RI - pls file

7.

BAG 1

8.

9.

10.

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15.

STAT

FORM
1-79

610

USE PREVIOUS
EDITIONS

ADMINISTRATIVE-INTERNAL USE ONLY

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14 March 1988



MEMORANDUM FOR: Director of Logistics

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Office Space for the Office of Foreign Missions

John

The Director is creating an independent audit and inspection unit to set standards and assure compliance with security procedures in foreign missions.

This office will work closely with the State Department. Will you begin

immediately to locate suitable office space for an organization of people.

It need not be on the Headquarters compound. The director and the secretary

will need at least temporary office space by 4 April. Let me know by the end

of the month whether they can be accommodated temporarily at Headquarters or

whether they should be set up initially in another location.

R. M. Huffstutler

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